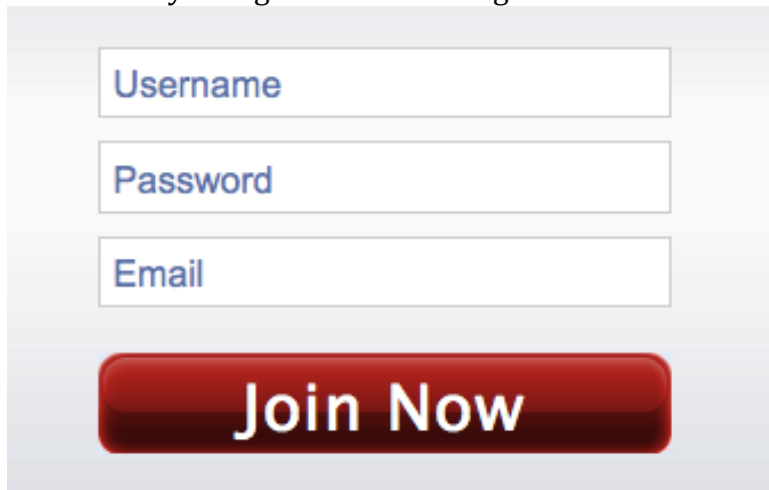


If you are NOT a wikispaces member, go to www.wikispaces.com and click on “Wikis for Ind/Groups”

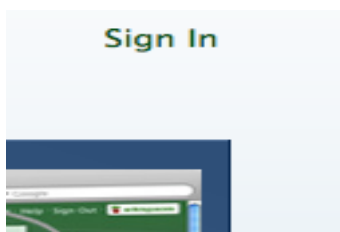


Next, create a wiki account by filling out the following information and clicking “Join Now”

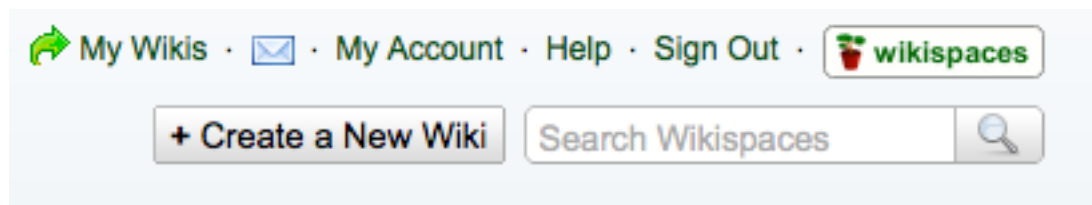
A form for creating a new account. It features three input fields labeled "Username", "Password", and "Email" in blue text. Below these fields is a large, red, rounded button with the text "Join Now" in white.

If you are already a wikispaces member, log on to any wikispaces page.

If you are not signed in...click on the sign in button and sign in:



Once signed in (or if you were already signed in) click on the link “My Account”
After clicking “My Account” you should see the following options in the upper, right-hand corner of the page. Click the button “Create a New Wiki”



Step 1: Make a New Wiki – name your wiki (this will also be part of the web address – click “Private” if you want membership by invite only – click “Protected” if you want open viewing – for Wiki Type, select K-12 Education

Make a New Wiki

Wiki Name .wikispaces

Choose a name between 3 and 32 characters long.

Wiki Permissions

☐ Public (free)
Everyone can view and edit your pages.

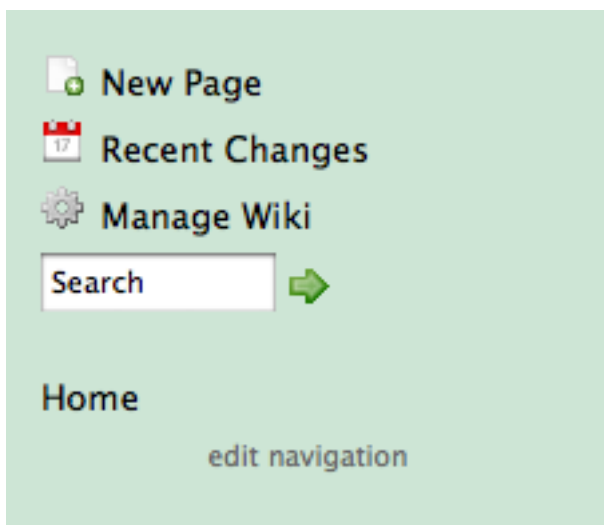
☐ Protected (free)
Everyone can view pages, only wiki members can edit them.

☒ Private (first 30 days free)
Only wiki members can view and edit pages.

Wiki Type

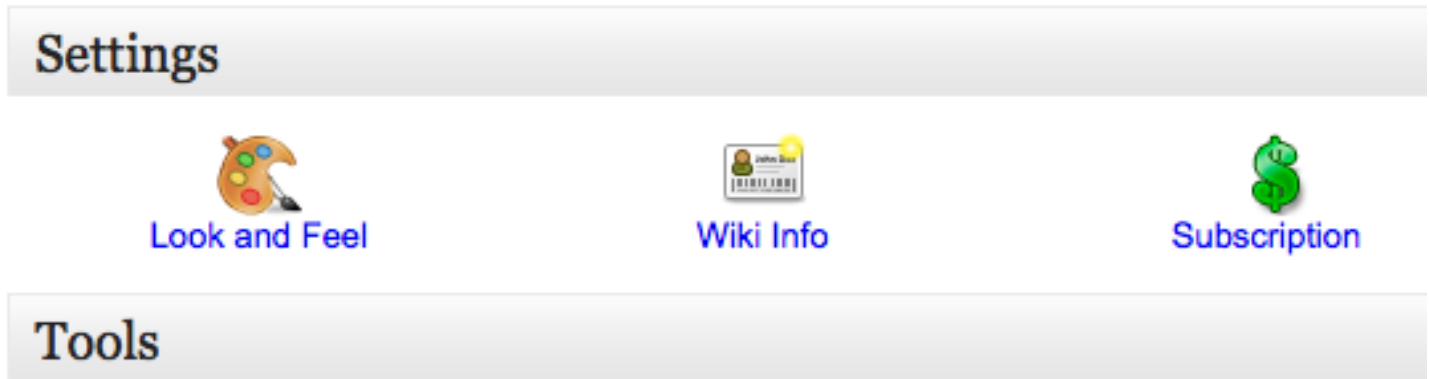
Optional: Help us understand how you use Wikispaces.

Step 2: Making Your Wiki FREE – Click on the gear icon, “Manage Wiki”



Your new Wiki should be created – close the help box that automatically appears when you first start – you can always come back later and “read the owners manual.”

Step 3: Click on the Subscription Icon “\$”



Step 4: Click the blue link: “Request your free upgrade now.”

Request a complimentary upgrade to Plus for K-12 education

Wikispaces is offering complimentary Plus service for any wiki that is used exclusively for K-12 education.

[Request your free upgrade now.](#)

Step 5: Check the open box to indicate this site will be used for K-12 Education and then click the “Request” button.

Free Plus Wikispaces for K-12 Education

We reserve the right to determine which Wikispaces qualify for this offer and to change this program at any time.

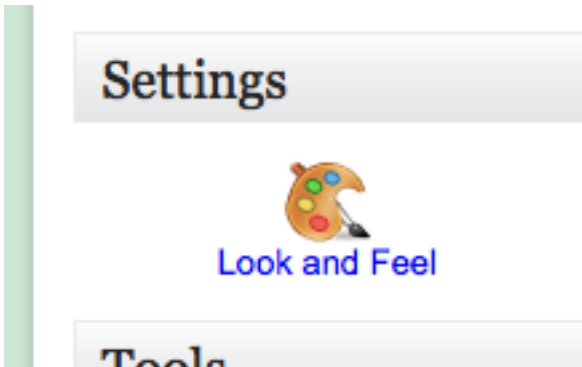
To request a complimentary Plus upgrade, please certify that this wiki will be used exclusively for K-12 education. We may contact you via email to verify.

☒ I certify this wiki will be used exclusively for K-12 education.

[Request a Complimentary Plus Upgrade](#)

Return to the home page (if it doesn't go there automatically).

Step 6: Customizing the Appearance of Your Wiki – Click on the gear icon “Manage Wiki” (see step #2) and then click on the look and feel icon. You can change the layout and color scheme on this page.

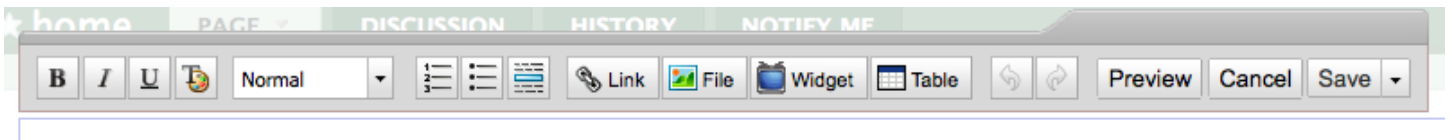


Return to the home page (if it doesn't go there automatically).

Step 7: Editing the “Home” page – Click on the “Edit” link (this link appears in various places depending on the layout you have selected). You will always need to be in the edit mode (with the edit toolbar displayed) in order to change items on any wiki page.

To alter text, use the first four buttons (bold, italic, underline, and TEXT – this button allows you to change font, size, and color – also background color).

The next most commonly used buttons are the link button (looks like a chain) and the file button (green picture icon). You would use these two buttons to insert web links or other wiki links (link button) and to insert documents – word documents, pdf, powerpoints, mP3 (audio), pictures, etc. (file button).



When finished editing a page, you will need to click the SAVE button. This will not only save your work, but will also format all links to properly be displayed.